|  |  |  |  |
| --- | --- | --- | --- |
| Operation Name: |       | **Date:** |       |

*►* Complete this section for all operations seeking organic certification with Oregon Tilth, Inc. The Operation Name provided above must be a legal entity. It is not permissible to certify multiple operations (entities) under one certificate.

*►* Do not complete this form if you are an:

* Operation requiring retail certification; complete the Class OR Application.
* Operation requesting certification under the Global Organic Textile Standards (GOTS); complete the fiber and textile application.

*►* The time frame for completing the certification process (application, review and inspection) for all new operations applying for any class of organic certification cannot be guaranteed**. You may request to enroll in Oregon Tilth’s Expedited Services Program by checking the box below. Expedited service may not always be available and is subject to approval. Please note that there are additional fees associated with Expedited Services that must be received *prior to this service being granted*.**

|  |  |
| --- | --- |
| When do you anticipate the need for certification?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **[ ]**  I request Oregon Tilth's Expedited Services and I understand that if approved, I will be assessed an additional expedited services fees. |

|  |
| --- |
| Unless exempt or excluded, a producer or handler intending to sell, label or represent agricultural products as organic must develop an Organic System Plan (OSP) that is agreed to by the producer or handler and Oregon Tilth, Inc. An on-site inspection will be conducted to verify that the information provided in the OSP accurately reflects the practices in practice. The OSP can be updated annually or at any time throughout the certification cycle to include any deviations from or changes to the previous year’s OSP, and any additions or deletions intended to be undertaken in the coming year. |

## A. TYPE OF OPERATION

1) Is the Operation Name listed above a legally registered business?

 Yes **[ ]** No **[ ]**

2) The Operation Name listed above produces or handles:

 **[ ]**  Both organic and nonorganic product(s) **[ ]**  Organic product(s) only

 3) Provide a list of the registered DBA(s) (doing business as) associated with your operation. The DBA will appear on the Organic certificate. Note that each certified organic operation must have its own organic certificate. The DBA(s) listed below must be a legal part of the same operation listed above under “Operation Name”.

|  |  |
| --- | --- |
| DBA’s:  |  |

4) Oregon Tilth primarily communicates and sends notifications via email to the primary contact listed on the next page. If you prefer not to receive correspondence of this type via email, indicate that preference here and tell us your preferred communication method. **[ ]  Email is fine. Use email as the primary means of communication. [ ]  Do NOT send communications via email. Use my preferred method: [ ]  Phone [ ]  Mail**

## B. CONTACT INFORMATION

1) Addresses

**Operation Mailing Address - please note this will be where all certification communications will be sent.**

|  |  |
| --- | --- |
| Address:  | City:  |
| State:  | Zip:  | Country:  |

**Operation Billing Address** [ ]  Same as Operation Mailing address above.

|  |  |  |
| --- | --- | --- |
| Address:  | Billing Contact Name:  | Billing Email Address:  |
| City:  | State:  | Zip:  | Country:  |

**Operation Primary Location to be inspected** [ ]  Same as Operation Mailing address above.

|  |  |
| --- | --- |
| Address:  | City:  |
| State:  | Zip:  | Country:  |

**IMPORTANT: If multiple locations will be inspected, be sure to complete the applicable C2 or H2 form for each location.**

2) **Legally Responsible Contact** (CEO, COO, Executive Director, Managing Director, or Registered Agent)

|  |  |
| --- | --- |
| Name:  | Title:  |
| Phone:  | Email(s):  |

3) **Primary Contact**. Designate one person in your operation to be Oregon Tilth’s Primary Contact. This person should be an “authorized representative” (have the delegated authority to act on behalf of the company) and have a working knowledge of your operation, your OSP, and the standards.

|  |  |
| --- | --- |
| Name:  | Title:  |
| Phone:  | Email(s):  |

4) **Billing Contact**. Please list the contact person/department whom we contact if there are payment questions or issues.

|  |  |  |
| --- | --- | --- |
| Name/Title:  | Phone:  | Email:  |

5) **Additional Contacts**: list all people at your operation who are authorized to participate in inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Attach a page, if necessary, to complete the list. NOTE: Oregon Tilth will not conduct business with any individual whose name does not appear on this list.

|  |  |  |
| --- | --- | --- |
| Name/Title:  | Phone:  | Email:  |
| Name/Title:  | Phone:  | Email:  |
| [ ]  Additional pages attached. |

## C. BACKGROUND INFORMATION

1) Indicate all scopes of certification you are applying for below. The various scopes of certification are described in detail in the OTCO Procedures Manual.

 [ ]  Crop [ ]  Livestock [ ]  Handling/Distribution [ ]  Wild-crop [ ]  Transitional [ ]  Restaurant [ ]  Retail [ ]  Fungi

2) Check all certification standards for which you are requesting an assessment:

 [ ]  USDA NOP (Organic)

[ ]  US-Canada Equivalency (For US operations shipping product to Canada, or producing product that may be sold to someone shipping to Canada. This includes Canadian operations shipping products or ingredients used in products to the US)

[ ]  European Union (EU)\* (For direct and full certification to EU standards. Please note that OTCO cannot offer EU certification to operations in US)

\* EU evaluation requires submission of the appropriate EU Supplement Form.

[ ]  Mexico Ley de Productos Orgánicos (LPO)

 \*\* Mexico LPO evaluation requires submission of the appropriate MX Supplement Form. If you intend to sell organic product to the USA, certification to the USDA NOP Organic Program is also required.

[ ]  Salmon Safe

[ ]  NSF/ANSI 305 Personal Care (Complete the Personal Care Supplement if also seeking NOP certification)

[ ]  Oregon Tilth Certified Transitional (Class T) (For farm operations who are undergoing the transition to organic and handlers
 who handle transitional product.)

[ ]  Bee Better

[ ]  Organic Plus Trust (OPT) – Grass-Fed Standards

3) Have you reviewed the applicable standards and any other applicable international standards or equivalency arrangements (NOP, EU, LPO, US-Canada Equivalency, etc.)? [ ]  Yes [ ]  No

4) Have you reviewed the OTCO Procedures Manual and OTCO Fee Schedule? [ ]  Yes [ ]  No

5) Which, if any, regulatory agencies inspect your operations?

6) Have you ever had a negative scoring report from any regulatory agency including, but not limited to: FDA, OSHA, or a state’s Department of Health or Agriculture?

 [ ]  No. [ ]  Yes. Reports are attached along with the operation’s corresponding written responses/corrective actions.

## D. CERTIFICATION HISTORY

1. Have you or this operation ever been certified organic? [ ]  No. Skip to question 5. [ ]  Yes. Complete questions (A)-(E) below.
	1. Are you *currently* certified organic by another certification agency? [ ]  Yes [ ]  No
	2. If the answer to (A) is “yes,” will you be maintaining your other organic certification(s)? [ ]  Yes [ ]  No

• If you are currently certified, attach a copy of your most recent organic certificate(s). [ ]  Attached

* 1. By which agency(ies) were/are you certified?
	2. What were the dates that the organic certification was maintained?
	3. Are there any outstanding non-compliances that have been issued by any of the agencies identified above? [ ]  Yes [ ]  No
1. Have you or this operation ever had its certification suspended? [ ]  No [ ]  Yes, Explain:
2. Have you or this operation ever had its certification revoked? [ ]  No [ ]  Yes, Explain:
3. Have you or this operation ever surrendered certification with outstanding points of non-compliance? [ ]  Yes [ ]  No
4. Have you or this operation ever been denied certification? [ ]  No [ ]  Yes, Explain:
5. Have you or this operation ever withdrawn an application with outstanding points of non-compliance? [ ]  Yes [ ]  No
6. If you responded “yes” to any one of the questions 2-6 above, attach a copy of all relevant letter(s) and a description of any/all corrective actions. [ ]  Requested documentation is attached.

## E. CALIFORNIA ORGANIC REGISTRATION [ ]  N/A. The operation is not based in California.

|  |
| --- |
| Operations in California engaged in the production or handling of products sold as organic must register with the State of California prior to its first sale of organic product(s). California operations that produce organic crops, livestock, processed meat, fowl, or dairy products should contact their local County Agricultural Commissioner. For all other organic products being produced, contact the Department of Public Health prior to offering any product for sale. |

1. California Department of Food & Agriculture Organic Registration number:
2. California Department of Public Health Organic Registration number:

## F. FEES – See OTCO Fee Schedule for additional information regarding fees

1. For Handlers, Processors or Farm Processors\*:

a) Handlers, processors and farm processors that have had organic sales in the previous year (organic sales within the previous 12 months), but that are new to OTCO certification, will base fees on the previous year’s gross sales of organic products. Please find the corresponding sales tier in the fee schedule to find your certification fee. In addition to the base fee, a $300 new applicant fee will apply.

[ ]  The gross organic sales for my operation are $     . Period of gross sales amount: from       to      .

[ ]  Check Attached [ ]  Pay by Credit Card

b) Handlers, processors and farm processors with no previous organic certification will be required to pay a $1,000 certification fee and a $300 new applicant fee. [ ]  Check for $1,300 is attached. [ ]  Paying by credit card.

\*A “farm processor” for purposes of this form, is a handling or processing facility that is owned by a farm. See the Fee Schedule **Dual Scope (Farm Owned and Operated Handling Activities)** for further information**.** If certifying as both a farm operation and as a farm processor, you will not be required to pay fees for both programs. In some cases, simple processing or handling can be included under a farm operation certification where only the fees described in 2) below would apply. Contact Oregon Tilth for more information.

1. For Farm Operations:

a) Farm operations that have previous year’s organic sales (organic sales within the previous 12 months), but that are new to OTCO certification, will need to reference the Oregon Tilth Fee Schedule for Certified Farm/Grower Operations to obtain the applicable base fee. The fee will be based on the previous year’s gross sales of organic products. In addition to the base fee, a $300 new applicant fee will apply. If livestock certification is also requested, a separate $150 livestock certification fee will be assessed.

[ ]  The gross organic sales for my operation are $      Period for reported sales amount: from       to      .

[ ]  Check in the amount of $      is attached.

[ ]  Paying by credit card.

b) Operators with no previous organic certification must pay a $325 certification fee and a $300 new applicant fee. Additionally, If livestock certification is also requested, a separate $150 livestock certification fee will be assessed.

[ ]  Check for $625 is attached.

[ ]  Check for $775 (requesting livestock certification) is attached.

[ ]  Paying by credit card.

c) Veteran-Owned Farm Operation Fee Waiver: Veteran-owned farms with documentation of primary ownership by a military veteran are exempt from all certification base fees. If you are the primary owner of the farm business and are a military veteran, you may be eligible for this fee waiver.

[ ]  I confirm I am a military veteran and primary owner of this farm. I have attached documentation to support this request for a fee waiver.

*To pay online, visit our website at* [*https://tilth.org/certification/fees*](https://tilth.org/certification/fees) *or contact the Oregon Tilth office by calling: 503-378-0690 for assistance with a credit card payment.*

**G. PRODUCTION PARTNERSHIP (if applicable) - this is an OTCO-specific fee schedule arrangement.**

This section only applies if both of the following apply: (1) you qualify for a production partnership as defined by OTCO’s Fee Schedule and (2) the primary production partner is paying your company’s certification fees.

*A production partnership involves a collaboration between two or more OTCO-certified independent companies that are marketing their products in common. An operation may have either farm/livestock or handling/processing production partners contracted to provide products (predominately to the primary operation), that contribute to, or are, a finished organic product sold by the primary operation. Such a production partnership arrangement allows the primary operation (production partner) to cover the secondary production partner’s certification fees. (See the OTCO Fee Schedule for more information on Production Partnership****.)***

## In order to quality as a production partnership, 75% of the sales of organic certified product must be sold to the primary operation—the party responsible for paying the certification fees.

Provide the full legal name and mailing address of your production partner in the field below:

## H. OREGON TILTH PROGRAMS

1. Membership

Oregon Tilth, Inc. is a membership-based organization. The Oregon Tilth Certified Organic (OTCO) program provides certification services to both members and non-members of Oregon Tilth. A certified operator may choose to be a member of Oregon Tilth for no additional charge. Membership is not required for certification. The benefits of Oregon Tilth membership include:

* A subscription to our ad free magazine, *In Good Tilth* (IGT)
* Discounts to Oregon Tilth events
* **One (1) vote for board director appointments**
* **Support for our Social Investment Project**

 a) Do you wish to become a member of Oregon Tilth, Inc.? [ ]  Yes [ ]  No

1. Certification Services

Oregon Tilth Certified Organic (OTCO) is committed to providing quality certification services. To stay up to date on the services we provide and to learn of the latest program updates, visit our website at www.tilth.org.

We value your feedback. Please comment below on the areas where OTCO is succeeding in providing quality services as well as on any points where you feel like OTCO could improve. If you prefer, you may submit your comments via email to: organic@tilth.org.

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## I. AFFIRMATIONS AND SIGNATURES

A. Affirmations. The undersigned authorized representative acknowledges the following statements and affirms that they are accurate and true:

* The person(s) listed in the “Contact Information” section of this form above are authorized to act on behalf of the subject operation in all things related to establishing and maintaining organic certification.
* All certification applications are an accurate account and full representation of all materials and methods used in the production or handling of the products that are the subject of this and any other supplemental application.
* Copies of all application documents and materials shall be maintained as required by all applicable regulations.
* It is understood that any willful misrepresentation made on any of the forms submitted to Oregon Tilth will result in the nullification of the application and revocation of any dependent organic certifications. In the event of a nullification/revocation, all associated organic certificates issued by Oregon Tilth shall be returned to Oregon Tilth immediately upon request.
* It is understood and accepted that any willful misrepresentation may result in Oregon Tilth seeking damages for any loss it may sustain as a result of the misrepresentations.
* All records, as required by Oregon Tilth, shall be maintained onsite and made available to Oregon Tilth for inspection immediately upon request.
* The information contained in the OTCO Program Manuals has been thoroughly reviewed and is understood.
* It is agreed that the operation shall report any significant changes pertaining to the information it has provided herein and on any other form/request related to the organic certification process.
* All crops or products that are designated organic shall continuously be maintained in accordance with all relevant regulations, policies and procedures.
* Consent is given to Oregon Tilth to subcontract to an authorized external body or entity work related to the certification process (e.g., testing or inspection). It is understood that Oregon Tilth shall take full responsibility for such subcontracted work, including confidentiality, and shall, at all times, remain responsible for granting, maintaining, suspending, revoking or otherwise managing the applicant’s organic certification.
* The undersigned is a duly appointed, legally authorized agent of the applicant/operation and in that capacity, has read, fully understood and agrees to be bound by this Agreement—which agreement includes the Terms & Conditions - Oregon Tilth Certification Services and Trademark Use (Terms and Conditions), incorporated herein by reference. Together, this Agreement and the Terms and Conditions comprise a single, fully integrated and binding contract between the applicant/operation and OTCO. A copy of the Terms and Conditions is available at [www.tilth.org](http://www.tilth.org). *NOTE: the applicant/operation shall not execute this Agreement without first reviewing and consenting to the Terms and Conditions.*
* Oregon Tilth shall have access to all facilities, personnel, records and materials that provide information about the operation, its process and its product(s) related t organic certification.

B. Signature(s).

This application must be signed in order for Oregon Tilth to proceed with the certification process.

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| --- |
| **Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.[ ]  **AGREE** |

Being duly appointed and legally authorized, with my signature affixed below, I confirm that all the information and representations made herein are true and correct. Furthermore, I declare that I understand that the information contained herein as well as all the information and documentation that comprise the applicant’s/operator’s OSP must be maintained accurate and current.

|  |  |
| --- | --- |
|       |       |
| Name/Title | Date |

|  |  |
| --- | --- |
|  |  |
| Signature |  |